

# Research Collaboration Network Framework Mini-Competition

**[Requirement Title]**  
**Lot [1,2,3,4]**

## Framework Details

<b>Title:</b>	Research Collaboration Network Framework
<b>Reference:</b>	PS22407
<b>Framework End Date:</b>	5 <sup>th</sup> July 2024

## Mini-Competition Contract Details

<b>Call-Off Contract Reference:</b>	[Insert Call-Off Reference Number]
<b>Call-Off Title:</b>	[Insert Call-Off Requirement Title]
<b>Date of Issue:</b>	[Insert date of issue]
<b>Date of Return:</b>	[Insert required date of return]
<b>Any questions or correspondence regarding this Mini-Competition request should be directed to:</b>	[Buyer's Name] via <a href="#">TBC</a>
<b>Call-Off Contract Start Date:</b>	[Insert Call-Off Contract Start Date]
<b>Call-Off Contract End Date:</b>	[Insert Call-Off Contract End Date]
<b>Lot:</b>	1 – Risk 2 – Chemicals and Materials 3 – Analytical 4 – Technology Hardware and Software

The Department for Business, Energy and Industrial Strategy (BEIS) invites you to submit a Mini-Competitions response for the services as outlined below.

### 1. Specification

Please see below full details of our requirement:

[Provide a full description of the services required, ensuring that you have covered all mandatory elements / deadline dates / GDPR information / any criteria that you need to ensure is met. Where the scope of services would be better served as a separate Annex, please provide the reference here]

### 2. Special Clause(s)

Where special contract clauses are required for an individual Call-Off Contract these will be provided here. Please note that if utilised, a special contract clause agreement will be mandatory and therefore should the Supplier be unable to accept (unless there is a legal, statutory or regulatory justification), we will be unable to award this project to you and will move to the next ranked Supplier on the Framework.

[Insert clause]

### 3. Technical Evaluation Questions

PROJ1.1	<p><b><u>Approach</u></b></p> <p>Please clearly explain and give reasoning for your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.</p>
Bidder guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• <i>Methodological Challenges</i></li> <li>• Give a <u>detailed description</u> of the methods to be used in undertaking the project, indicating the resources that will be utilised, outlining a clear justification as to why your chosen methodology will provide the best outcome;</li> <li>• Set out how your methods meet the project objectives;</li> <li>• Please include a recommendation for the size and composition of the sample and justification for your approach.</li> </ul> <p>Dissemination</p> <ul style="list-style-type: none"> <li>• Provide details of how you would propose to work with The Department for Business, Energy &amp; Industrial Strategy (BEIS) to disseminate emerging and final findings to stimulate policy debate.</li> </ul> <p>This question is limited to 2 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: TBC %</b></p>

PROJ1.2	<p><b><u>Staff to Deliver</u></b></p> <p>Please demonstrate the skills and expertise of your team and how they will support the successful delivery of this project.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Any support that would be needed and from whom, in order to undertake and complete this project.</li> <li>• A demonstration of how your organisation is well placed to undertake this project</li> <li>• Details of the project team's relevant expertise in delivering projects of this nature</li> <li>• Details of the tasks and responsibilities of each member of project team. This should be clearly linked to the work programme (PROJ1.4) and include job titles/seniority of staff and days/time allocated for each task/deliverable.</li> </ul> <p>This question is limited to 1 side of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p>

	<b>Maximum Mark: TBC %</b>
<b>PROJ1.3</b>	<b><u>Project Plan, Timescales and Risk Management</u></b>  Please outline your proposed project plan and timescales and how this will ensure the successful and timely delivery of the project.
Bidder Guidance	As a minimum your response should include: <ul style="list-style-type: none"> <li>• A detailed timetable for carrying out the work based on the proposed approach and method</li> <li>• Details of how you will keep the project on track and how any changes or issues that could affect delivery will be communicated</li> <li>• Highlight key milestones and deadlines, including suggested meetings and progress reports.</li> </ul> <p>This question is limited to 1 side of A4 plus a Gantt Chart and risk register in a Word table or Excel sheet. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	Scoring shall be based on 0-100 scoring methodology.  <b>Maximum Mark: TBC %</b>

#### 4. Commercial Evaluation Questions

<b>AW5.1</b>	<b>Please confirm your bid submission price for completion of all the Services as detailed in the Section 1 Specification.</b>  <b>All prices shall be in £ GBP and exclusive of VAT.</b>
Bidder Guidance	Bidders shall provide their bid submission price for completion of all Services as detailed in the Section 1 Specification.  The scoring methodology for this question shall be:  The lowest price for a response which meets the pass criteria shall score 100.  All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.  Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50  In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)  The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.  The lowest price for a response which meets the pass criteria shall score 100. All other

	<p>bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80 Bid price - £140,000 Differential - 40% Score - 60 Bid Price - £150,000 Differential - 50% Score - 50 Bid Price - £175,000 Differential - 75% Score - 25 Bid Price - £200,000 Differential - 100% Score - 0 Bid Price - £300,000 Differential - 200% Score - 0</p>
Scoring Criteria	<b>Maximum Mark: TBC %</b>

<b>AW5.2</b>	<p><b>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 1 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>
Bidder Guidance	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 1 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p>
Scoring Criteria	For Information Only

<b>AW5.4</b>	<p><b><u>Maximum Budget</u></b></p> <p><b>As stated within the tender documents, the maximum budget for this requirement will be £xxxx ex VAT.</b></p> <p><b>Please confirm that your final price submitted within AW5.2 will fall within this budget.</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes – Pass</b> <b>No – Fail</b></p>

Scoring Criteria	Mandatory Pass / Fail
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## Supplier Response – Annex B

### Special Clause(s)

Please confirm your acceptance to the special clause:	<b>[Yes / No / No with justification] please delete as appropriate</b>
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### 1. Technical Evaluation Question Response

<b>PROJ1.1</b>	<b><u>Approach</u></b>
Bidder Response	[Bidder please insert question response file]
<b>PROJ1.2</b>	<b><u>Staff to Deliver</u></b>
Bidder Response	[Bidder please insert question response file]
<b>PROJ1.3</b>	<b><u>Project Plan, Timescales and Risk management</u></b>
Bidder Response	[Bidder please insert question response file]

### 2. Commercial Evaluation Questions

<b>AW5.1</b>	<b><u>Firm and Fixed Cost</u></b>
Bidder Response	£ [Bidder to confirm bid Cost]
<b>AW5.2</b>	<b><u>Price Breakdown</u></b>
Bidder Response	[Bidder please insert question response file]
<b>AW5.3</b>	<b><u>Maximum Budget</u></b>
Bidder Response	Please confirm <b>Yes</b> or <b>No</b>

### Supplier Signature

Supplier Name:	
Signature	
Bid Validity Period:	[minimum of 30 days]